

## NAILSWORTH TOWN COUNCIL

### PROPERTY MANAGEMENT AND HIRE POLICY

#### PROVISION

The Town Council will consider the needs of the local community and aim to provide appropriate and adequate premises wherever possible.

#### PROMOTION

The Town Council will promote the use of these premises to all Nailsworth's communities.

#### HIRE AND CHARGES

- 1 Charges will be set at a level that at least covers the operating costs of the premises.
- 2 Prior consideration in the hiring of premises will be given to Nailsworth organisations.
- 3 The Town Council's premises will not be hired out for commercial gain if the effect of such hiring is to the detriment of local traders.
- 4 Preferential charges will be allowed for regular users (weekly and monthly)
- 5 Applications for a further reduction in charges for new Nailsworth based groups and organisations will be considered by the Property Management Committee.
- 6 Hirers will be required to pay the full cost, and then be reimbursed if the Property Management Committee agrees their request for a preferential rate.
- 7 All hire charges will be reviewed annually.

**OFFICE SPACE** will be charged at a commercial rent and for a period advised by the Town Council's professional advisors.

#### REPAIR, MAINTENANCE AND IMPROVEMENT

- 1 Properties owned or managed by the Town Council will be kept in an appropriate standard of repair in conformance with all health, safety and legal requirements.
- 2 Any surplus from income exceeding operating costs will be placed in the Town Council's reserves, from which alongside the General Budget, repairs and improvements will be funded.
- 3 The Town Council's Environmental Policy will guide decisions on premises' improvements.

Committee responsible	Property Management
Adopted at NTC meeting	16 February 2010
Review Date	by 31 December 2010